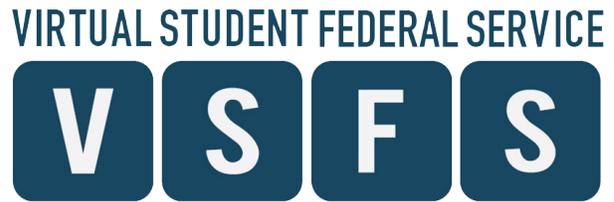


Support The Foreign Service Community: Content Editor



Project Title	Support The Foreign Service Community: Content Editor
Project Summary	Interested in communications and outreach? The Family Liaison Office (FLO) needs your writing, research, and digital media skills to enhance Foreign Service resources on our website. Join FLO and shape content that supports U.S. diplomacy efforts!
Country	United States

Project Description

The Family Liaison Office (FLO) serves Foreign Service employees and their families from over 50 U.S. government agencies serving overseas and returning to the United States. FLO's website (www.state.gov/flo) and sub-pages feature vital information that directly impacts the Foreign Service community. In 2019, FLO's seventy-five plus pages on state.gov received approximately 57,000 average pageviews per month. Join our Communications and Outreach Team in marketing FLO's advocacy, programs, and services via our digital presence.

For the 2020-2021 semesters, FLO is seeking an enthusiastic individual to:

- Review/edit website content, including imagery, formatting, and consistency.
- Utilize creative thinking and research to suggested updates to content.
- Develop documents and resources like a "FLO Website Style Guide."
- Liaise with subject matter experts across FLO to best relay valuable information.

Although the majority of this position centers on the website, there is no need to have coding and/or webmaster experience. The focus of this internship will be written and visual content.

FLO is committed to providing interns with opportunities that build substantive experience to further their goals and education.

Required Skills or Interests

Skill(s)

Data visualization

Design thinking

Editing and proofreading

Marketing

Research

Website design

Writing

Additional Information

The position is located in the Family Liaison Office, Bureau of Global Talent Management, Department of State, Washington, DC. The Family Liaison Office was established in 1978 to improve the quality of life of Foreign Service employees and their family members. FLO assists both employees and family members in the areas of family member employment, education and youth issues, crisis support, unaccompanied tours, and expeditious naturalization. In addition, FLO provides support to evacuees from overseas missions and is the functional office for the worldwide Community Liaison Office program. FLO produces numerous publications and electronic media, and its staff participate in presentations at the Foreign Service Institute (FSI), to other agency personnel, and to post communities overseas. Further information about FLO is available via www.state.gov/flo.

Language Requirements

None